



*Personnel*

**TIME-OFF INCENTIVE AWARD**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

This publication outlines responsibilities and procedures for awarding time off as an incentive in recognition of superior accomplishment or other personal effort which contributes to quality, efficiency, or economy of government operations.

**★SUMMARY OF REVISIONS**

Changes form to be used from Standard Form (SF) 52, **Request for Personnel Action**, to AF Form 1768, **Staff Summary Sheet**. Deletes instruction for paragraph 9.1, which are included in attachment 1.

**1. Policy.** Fully documented personnel actions processed under this program must be approved and processed expeditiously. All deserving individuals should be recognized during appropriate ceremonies. Use of photographic and newspaper publicity is encouraged.

**★2. Recommendations.** Recommendations for a time-off duty award may be initiated by any coworker, supervisor, or natural team leader and processed through the appropriate reviewing/approving channels. All approved recommendations must be submitted on an AF Form 1768 (Attachment 1).

**3. Eligibility Criteria.** A time-off award may be granted to any Federal (civil service) employee who meets the definition at Title 5 U.S.C., Section 2105.

**4. Approval Authority.** The natural team leader or higher level supervisor may approve up to 1 normal workday of time off under this authority. Time off in excess of 1 normal workday must be approved by the director or their delegated representative.

**5. Award Criteria.** Time-off awards may be granted in recognition of exceptional accomplishments or other personal effort which contributes to the quality, efficiency, or economy of government operations. Examples of achievement which may warrant a time-off award include:

5.1. **Superior Contribution.** Making an outstanding contribution involving a difficult or important project or assignment which significantly impacts the costs or improves the quality of a critical process, principle, product, activity, program or service to the public.

5.2. **Initiative and Skill.** Demonstrating extraordinary initiative and skill in completing a difficult or complex assignment having considerable operational impact, before the deadline.

- 5.4. **Mission Accomplishment.** Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.
- 5.5. **Special Assignment.** Accomplishing a specific, one-time, or special assignment that requires extra effort or results in the organization receiving recognition for responsiveness to unprogrammed requirements.
- 5.6. **Natural/Cross-Functional Team.** Participating in a natural team/cross-functional team that results in the implementation of significantly improved work processes or products.
- 5.7. **Suggestion.** Submitting a suggestion that has been adopted, but because the suggestion is considered to be within the employee's normal job responsibilities, and the benefits do not exceed the appropriate threshold for a cash award the employee is not eligible for the award.

**6. Replacement of Honorary Awards.** A time-off award should not replace existing cash or honorary awards. It should be used principally to recognize contributions that are of a one-time, non-recurring nature.

**7. Determination of Time Off.** In determining the amount of the time-off award, consideration must be given to the cost in lost production time and the benefits realized by the Air Force from the employee's contributions. Recommending and approving officials must also consider other available forms of recognition and cash awards and be consistent in recommending/approving time-off award amounts. Use the Time-Off Awards Scale for a Single Contribution (Attachment 2) as a guide in determining amount of time off to be granted for a single contribution.

**8. Limitations on Time-Off Awards:**

8.1. **Total Time Off.** The total amount of time off which may be granted during any 1 leave year is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time which may be granted during any leave year is the average number of hours of work in the employee's biweekly scheduled tour of duty.

8.2. **Single Contribution Time-Off Award.** The maximum amount of time off which may be granted for any single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution is one-half the maximum amount of time that could be granted during the year.

8.3. **Scheduling Time Off.** Time off approved as an award should be scheduled and used to the extent possible within 90-calendar days from the effective date of the award. Time off not used within 1 year from the effective date will be forfeited with no further right to restoration.

8.3.1. **Annual Leave/Use or Lose.** Time off should be granted and scheduled so as not to adversely affect an employee who is in an annual leave "use or lose" situation and may not be used as justification to restore forfeited annual leave.

8.3.2. **Scheduling Approval.** Officials with leave approving authority approve the scheduling of time off to ensure that unit workload is considered and productivity sustained.

8.4. **Performance Awards Substitute.** Time-off awards may not be used as a substitute for performance awards.

8.5. **Time-Off Transfer.** Time off which has been approved and not used at the time an employee transfers from the Air Force to another DoD service or to another Federal agency cannot be transferred. Conversely, unused time off will not transfer with employees who transfer to the Air Force from another service department or Federal agency. In order to avoid the loss of the time-off award, every effort should be made to allow the employee to use the incentive prior to the transfer.

**★9. Submitting AF Form 1768.**

★9.1. **Submit an AF Form 1768 to HQ ARPC/RMC (Awards Manager)** at least 10-workdays prior to the proposed effective date. Provide an original and one copy of the AF Form 1768 and any backup material (Attachment 1).

★9.2. **Submission to HQ ARPC/RMC.** All justification, certification, and approval signatures should be completed before delivery to HQ ARPC/RMC. If for any reason the awards package (AF Form 1768) is not acceptable, the supervisor will be notified of the reason and the AF Form 1768 returned. The supervisor may then make the necessary changes, corrections or additions and resubmit the package. Do not schedule time off until certain that the award has been processed in the personnel data system.

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Director, Communications and Information

Attachments

- ★ 1. Sample AF Form 1768, Staff Summary Sheet
- 2. Time-Off Award Scale for a Single Contribution

## ★SAMPLE AF FORM 1768, STAFF SUMMARY SHEET

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	Supv	Approves 1 day only		6			
2	Director	Approves over 1 day		7			
3	RMC	Process		8			
4				9			
5				10			
SURNAME OF ACTION OFFICER AND GRADE			SMBOL	PHONE		TYPIST'S INITIALS	SUSPENSE DATE
SUBJECT							DATE
Time-Off Award							
SUMMARY							
Request Approval of Time-Off Award							
<p>1. Supervisor or Recommending Officials Certification: "I have considered the cost of this time-off award in lost production time and believe that the benefits to the Air Force from the employee's contributions justify the amount of time off approved. I have also considered the unit's workload and unit employee leave projections and certify that this employee can schedule the time off in addition to other projected leave no later than (date not to exceed 90-calendar days from submitting the time-off award for approval, if possible; otherwise, not to exceed 1 year). I also considered other available forms of recognition and cash awards in determining the amount of this time-off award."</p> <p>Recommending Officials Signature _____ Date: _____</p> <p>Position Title _____</p> <p>Name, Position Title, Signature, and Date signed by Reviewing Official or Approving Official if recommended time-off award exceeds 1 workday.</p> <p>2. Justification: Recommending official writes a justification explaining how the employee meets one or more of the seven eligibility criteria identified by number from paragraph 5 of ARPCI 36-2802.</p> <p>3. Nominee's Personal Data:</p> <p>Normal Duty Day = _____ Hours (8, 9, or 10 hours)</p> <p>Name:</p> <p>SSN:</p> <p>Series/Grade:</p> <p>Organization:</p> <p>Period Covered:</p>							

## TIME-OFF AWARD SCALE FOR A SINGLE CONTRIBUTION

VALUE TO ORGANIZATION	NUMBER OF HOURS
<b>Moderate:</b>	<b>One normal workday not to exceed 10 hours</b>
A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.	
Beneficial change or modification of operating principles or procedures.	
<b>Substantial</b>	<b>Two normal workdays not to exceed 20 hours</b>
An important contribution to the value of a product, activity, program, or service to the public.	
Significant change or modification of operating principles or procedures.	
<b>High</b>	<b>Three normal workdays not to exceed 30 hours</b>
A highly significant contribution to the value of a product, activity, program or service to the public.	
Complete revision of operating principles or procedures with considerable impact.	
<b>Exceptional</b>	<b>Four to five normal workdays not to exceed 40 hours</b>
A superior contribution to the quality of a critical product, activity, program or service to the public.	
Initiation of a new principle or major procedure with significant impact.	